

TITLE: Chief Inspector

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DEPARTMENT: Development ServicesREPORTS TO: Assistant Building OfficialSUPERVISES: None, acts as section lead.DEFINITION:

Leads the structural, mechanical, electrical or plumbing section for plan review and inspection activities of the construction, alteration, or repair of residential, commercial, and industrial buildings. Assures compliance with applicable building code requirements, safe construction practices, and other regulations or ordinances relating to the safety of the public.

DISTINGUISHING CHARACTERISTICS

The Chief Inspector classification is distinguished from the Building Inspector II by lead worker responsibilities as well as the responsibility for performing the most complex and technical plan review and inspection activities for residential, commercial, and industrial structures. This position works under the direction of the Building Official on matters of the City's final authority on code interpretation for the specific functional area.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates and/or conducts technical review of building plans for a section within the Building Division to ensure compliance with the State of Oregon Speciality Codes and other applicable codes and standards.

Assigns and schedules work and ensures inspectors provide consistent and uniform application of code requirements. Monitors progress to ensure objectives are met.

Develops and conducts training to meet staff needs and department objectives.

Provides code interpretation for staff, architects, and engineers during preliminary design, pre-application, plan check, and construction phases of development.

Attends pre-application conferences for coordination of development permits. May be assigned as the primary contact for project process and coordination.

Assures that appropriate information is provided to the public by staff concerning the application and interpretation of the codes and related procedures.

Investigates complaints and violations in the field; provides code interpretation to the code enforcement division and alerts the code enforcement division to potential violations.

Resolves sensitive or complex inquiries, problems or complaints for section including availability and quality of services or disputes regarding code interpretation. Responds to the most complex public inquiries, complaints and legal requests.

Performs the most complex residential, commercial and industrial plan reviews and inspections as necessary.

Assists the Assistant Building Official with technical performance evaluations of Building Inspectors and Plans Examiners. Provides performance coaching and performance feedback to staff members.

Writes inspection reports and keeps accurate inspection records. Enters reports and information into computer system. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Maintains effective and collaborative working relationships with building staff, city staff, contractors and the public.

OTHER JOB FUNCTIONS

Represents the City at various meetings regarding code issues. Remains current on state and local codes and ordinance changes related to area of assignment. Researches code interpretations to formulate policy.

May act-in-capacity of Assistant Building Official.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in both an office environment and at construction sites during inspections. Duties may be performed outside in varying weather conditions for extended periods of time. May be exposed to hazardous conditions at construction sites due to heavy equipment and poor construction and safety practices.

QUALIFICATIONS:

Knowledge of:

- Oregon Structural, Residential, Electrical, Mechanical and Plumbing Codes, ANSI standards, NFPA Standards and other applicable standards and codes.
- Municipal building, fire, and electrical zoning, and related codes, ordinances, and regulations.
- Industry construction practices.
- Technical aspects of the appropriate codes and standards.
- Construction materials and methods of one or more construction trades.
- Occupation hazards and safety precautions applicable to the construction trades.
- Engineering principles and practices related to Building Codes.
 - Stages of residential and commercial building construction, electrical, plumbing, and/or mechanical installation.
 - Supervisory principles, practices and methods.
 - Laws, rules, and regulations applicable to assigned operations.

Ability to:

- Plan, organize and lead assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Develop goals and objectives for assigned activities.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Read and interpret plans, specifications, and engineering drawing to compare to construction in progress.
- Identify and apply appropriate plumbing, and/or electrical codes and related regulations.
- Prepare and maintain accurate and concise records and files.
- Operate and enter information into a city computer and computer system.
- Perform accurate plans review.
- Create and maintain effectively working relationships with coworkers and customers.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. Education and experience requirements may vary for the individual specialty codes and are determined by the state certification or ICC requirements.

In addition to state certifications, five years experience as an A-level or Specialty Code Inspector is desired.

Licenses, Certificates, and Other Requirements

All certifications listed below are assumed to be active and issued by ICC and incumbents must also have associated Oregon Inspector Certification (OIC) in hand. Alternatively, incumbents may qualify if they have active State of Oregon Certifications in similar areas.

Required For All Specialties At Time of Hire: Valid driver's license.

One or more of the following certificates may be required depending upon area of assignment:

CHIEF STRUCTURAL INSPECTOR

Required At Time of Hire:

- Residential Building
- Commercial Structural
- Commercial Plans Examiner
- Fire Life Safety Certification

Required Within 6 Months of Hire:

- Oregon Manufactured Structural Inspector Certification
- Oregon Parks and Camp Certification

The Chief Structural Inspector would be eligible for additional certification pay upon obtaining from one to three of the following certifications, completing an in-house training program and receiving written authorization from the Building Official:

- Residential Mechanical
- Commercial Mechanical
- Residential Plumbing
- Commercial Plumbing
- Residential Electrical
- Commercial Electrical
- Certified Building Official

CHIEF MECHANICAL INSPECTOR

Required At Time of Hire:

- Residential Mechanical
- Commercial Mechanical

Required Within 6 Months of Hire:

- Oregon Manufactured Structural Inspector Certification
- Oregon Parks and Camp Certification

The Chief Mechanical Inspector would be eligible for additional certification pay upon obtaining from one to three of the following certifications, completing an in-house training program and receiving written authorization from the Building Official:

- Residential Building
- Commercial Structural
- Commercial Plans Examiner
- Fire Life Safety
- Residential Plumbing
- Commercial Plumbing
- Residential Electrical
- Commercial Electrical
- Certified Building Official

CHIEF ELECTRICAL INSPECTOR

Required At Time of Hire:

- Residential Electrical
- Commercial Electrical

Required Within 6 Months of Hire:

- Oregon Manufactured Structural Inspector Certification
- Oregon Parks and Camp Certification

The Chief Electrical Inspector would be eligible for additional certification pay upon obtaining from one to three of the following certifications, completing an in-house training program and receiving written authorization from the Building Official:

- Residential Building

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- Residential Mechanical
- Commercial Structural
- Commercial Mechanical
- Commercial Plans Examiner
- Fire Life Safety
- Residential Plumbing
- Commercial Plumbing
- Certified Building Official

CHIEF PLUMBING INSPECTOR

Required At Time of Hire:

- Residential Plumbing
- Commercial Plumbing

Required Within 6 Months of Hire:

- Oregon Manufactured Structural Inspector Certification
- Oregon Parks and Camp Certification

The Chief Plumbing Inspector would be eligible for additional certification pay upon obtaining from one to three of the following certifications, completing an in-house training program and receiving written authorization from the Building Official:

- Residential Building
- Residential Mechanical
- Commercial Structural
- Commercial Mechanical
- Commercial Plans Examiner
- Fire Life Safety
- Residential Electrical
- Commercial Electrical
- Certified Building Official

Approved: 7/1/92

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